

Medicines Awareness

for care homes

Medication Administration Record (MAR) charts

Any service user moving into the care home will require a Medication Administration Record (MAR) chart in order to provide a record of administration of medication. Printed MAR charts are usually issued by the pharmacy supplying the routine medication however it is the care homes responsibility to ensure that the details on the MAR chart are correct and to alert the pharmacy if there are any errors.

The MAR chart should include;

- Which medication(s) are prescribed for the patient
- When they must be given
- What the dose is
- Any special information, i.e. should the medication be given with food.

The MAR chart should provide an accurate record of all the medication that has come into the home and been administered to each resident. This means that;

- The printed MAR chart from the pharmacy should indicate how much medication has been supplied that month or indicate that none of this medication has been supplied this month.
- The MAR chart should be used to record medication which is carried over from the previous month. The care worker is able to use the boxes below the medication box to indicate the quantity of any medication carried over.
- All current medications should be listed including those not ordered this cycle,
- The MAR chart should be used to record when any non-prescribed medication is given to a patient. For example, a homely remedy or self-care medication.
- Administration of controlled drugs (CDs) should be recorded on the MAR chart as well as in the CD register with the same 2 witness signatures.

It is important that the MAR chart is only signed when the carer or nurse has seen that the patient has taken all the medication and not before. If the dose is not administered for any

If an alteration to the printed MAR chart is necessary care staff should follow these guidelines

- Cancel the original entry
- Write the new directions using permanent ink on a new line of the MAR chart, ensure that handwriting is clear and can be read easily, include the name of the doctor or other prescriber who prescribed the medication e.g. GP, hospital
- Date the entry, sign that you have written on the MAR chart where possible, the entry should be checked and signed by a second accredited member of staff
- Take extra care when writing strengths and doses to make sure that they cannot be misunderstood
- If the direction 'as required' is written on the label clarify with the GP or Pharmacist and record the full instructions on the MAR chart.
- Write the MAR chart somewhere without interruptions to minimise the risk of errors.

It is important for all care staff to remember that MAR charts are the formal record of administration of medicine and as such may be required to be used as evidence in clinical investigations and court cases. It is therefore important that they are clear, accurate and up to date.